

**BY ORDER OF THE  
SUPERINTENDENT**

**USAFA INSTRUCTION 24-201**

**6 October 1997**

**Transportation**

**HANDLING REUSABLE AND  
SPECIAL-PURPOSE PACKING CONTAINERS**



**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: 10 ABW/LGLS (Mr. Kovach)  
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Certified by: 10 ABW/LGL (Mr. Terry Ven Roy)  
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This instruction explains to all USAFA agencies receiving shipments in reusable and special-purpose packing containers (defined in AFI 24-202) how to keep and reuse these containers. It implements AFD 24-2, *Preparation and Movement of US Air Force Material*, and references AFMAN 23-110, Vol I, Part One, Chapter 10, Section W, *Supply Management Procedures, Container Management*.

**SUMMARY OF REVISIONS**

Redefines the responsibilities of the Base Reusable Container Manager.

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**1. All USAF Academy Assigned Agencies (Participating in the USAFA Reusable Container Program):**

- 1.1. Keep all reusable containers as defined in AFI 24-202.
- 1.2. Turn in items requiring special packaging in their original containers.
- 1.3. Submit an AF Form 451, **Request for Packaging Service**, when turning in items without their original or proper container.
- 1.4. Appoint primary and alternate unit monitors, in writing, to 10 ABW/LGLSSDF (USAFA Reusable Container Manager).
- 1.5. Maintain copies of AFI 24-202 and USAFAI 24-201.

1.6. Provide secure storage space for reusable containers and special internal packing materials. Advise 10 ABW/LGLSSDF of those reusable containers being stored. 10 ABW/LGLSSDF will do a physical inventory at least annually when notified by the organization of reusable containers being stored.

1.7. Advise 10ABW/LGLSSDF when the number of containers on hand exceeds storage capacity.

1.8. Recommend improvements to the USAFA Reusable Container Program.

**2. The USAFA Reusable Container Manager (10 ABW/LGLSSDF):**

2.1. Provides assigned unit monitors with procedures for recovery, retention, reuse and disposal of packaging materials and containers on a first time and annual basis.

2.2. Provides storage space for reusable containers that cannot be stored at the unit level.

2.3. Reviews quarterly the AF Form 451 received from USAFA organizations. From this review, 10 ABW/LGLSSDF prepares a base reusable container analysis provided to the Loss Prevention Work Group (LPWG). The following data is included:

2.3.1. Number of items turned in for packaging requiring reusable containers.

2.3.2. Number of items turned in without required reusable containers.

2.3.3. Cost of replacement containers (estimated cost of materials to construct a replacement container or issue a replacement container from stock, to include man-hour cost).

2.3.4. Estimated cost saved due to retention and reuse of packaging materials and reusable containers.

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